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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: TRANSPORTATION AND TRAILS COORDINATOR

DEFINITION

Under general direction, to plan, organize, and coordinate City-wide “inter-modal” transportation needs; to coordinate acquisition and development of a multi-faceted recreational trail system; to coordinate with neighboring cities and outside agencies on the planning and construction of transportation facilities including multi-purpose trail, equestrian, open space, roadways, and transit facilities; to promote and market a positive image of Riverside as a healthy place to live, work, and play; and to perform other duties as assigned.

REPORTS TO: Principal Park Planner

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal Park Planner and/or Park and Recreation Director. Exercises lead direction, on a project basis, over technical staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, organize, and coordinate City-wide “inter-modal” transportation needs including trails, equestrian, open space, roadways and transit facilities.
- Assist in the development and implementation of goals, objectives, policies and priorities related to City-wide inter-modal transportation, trails, equestrian, open space, roadways, and transit facilities.
- Plan and organize the acquisition and development of a multi-faceted recreational trail system City-wide; identify specific trail loops to realize a meaningful trail system in Riverside.
- Coordinate with neighboring cities and outside agencies on the planning and construction of inter-modal transportation facilities including multi-purpose trail, open space, roadways, and transit facilities.
- Identify potential funding sources, apply, and obtain grant funding; identifying and pursue opportunities for collaborative funding of inter-modal transportation, open space, equestrian, and trails projects.
- Coordinate with the City’s Communications Officer to promote and market a positive image of Riverside as a healthy place to live, work, and play; prepare and distribute public education and marketing materials such as brochures, flyers, and posters; assist in preparing public service announcements, news releases, and articles for newsletters.
- Develop a “grass roots” support base; ensure that trail users and citizen advisory groups participate in route planning and design of trails, work with volunteer groups to plan and implement a multi-faced recreational trail system City-wide.
- Coordinate obtaining necessary permits and clearance for construction of multi-purpose trails.
- Prepare estimates of needed materials, supplies, and equipment.
- Review plans and specifications for inter-modal transportation needs including major trail, equestrian, open space, roadways, and transit facilities as prepared by outside consultants and/or other City staff.

- Participate in selection of consultants and contractors.
- Represent the department in dealing with the public or others on planning and construction matters.
- Analyze and present data in the form of written, graphic, and oral reports.
- Assist in budget preparation and administration; compile data on maintenance and operation costs.
- Supervise, train and evaluate assigned staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of land use, open space, trails, and transportation planning.
- Current environmental and biological issues and trends related to land use.
- Community resources as related to transportation and trails functions and services.
- Various transportation and recreation means including horses, bikes, and hiking.
- Marketing and public relations strategies, tools, and techniques.
- Principles and practices of landscape architecture and engineering design as applied to trails and transportation design, construction, and maintenance.
- Methods, materials, and equipment used in major trail, open space, roadways, and transit facilities.
- Principles and practices of organization, administration, budget and supervision.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Estimate costs and prepare plans and budgets.
- Coordinate projects.
- Perform technical research and conceive major trail, open space, roadways, and transit facilities designs.
- Work effectively with community based organizations and volunteers.
- Communicate community interests to City leaders.
- Supervise, train, and evaluate professional and technical staff members as assigned.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree (120 semester units) from an accredited college or university with major course work in landscape architecture, urban planning, transportation planning, park administration/management, or closely related field. Up to two years of additional experience may substitute for two years of the required education.

Experience: Three years of experience in the planning design and coordination of inter-modal transportation including at least two of the following areas: trails, equestrian, open space, roadways, and transit facilities and systems, and at least one year grant writing experience in a related area preferred.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Transportation and Trails Coordinator

TO: